



COUNTY OF LOS ANGELES

DEPARTMENT OF HUMAN RESOURCES

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LISA M. GARRETT
DIRECTOR OF PERSONNEL

February 19, 2016

To: Patrick Ogawa, Acting Executive Officer
Board of Supervisors

From: Lisa M. Garrett
Director of Personnel

Subject: **REVIEW OF BOARD POLICY NO. 9.120**

On January 20, 2016, Sheryl L. Spiller, Director of the Department of Public Social Services (DPSS) sent you their proposed revisions for Board Policy No. 9.120, *Employment of Qualified GAIN/GROW Participants* with a copy to my office.

We have reviewed the proposed revisions and would like to recommend the following additional non-substantive revisions located in the attached policy.

- Under the Purpose Section: Replace "Clerk, Typist Clerk, and Office Assistant" with "entry-level clerical vacancies" and update types of classifications to include "Intermediate Clerk, Intermediate Typist-Clerk, and Office Support Assistant."
- Also under the Purpose Section: As recommended by DPSS, define "GAIN/GROW programs provide employment-related services to CalWORKs participants."
- Under the Policy Section: Update the types of examinations to include: "Intermediate Clerk (GAIN/GROW), Intermediate Typist-Clerk (GAIN/GROW), and Office Support Assistant (GAIN/GROW)."
- Extend the sunset review date to March 31, 2019.

Should you have any questions, please contact me at (213) 974-2406 or your staff may contact Marisa Lopez, Senior Human Resources Manager, at (213) 351-8945.

LMG:EP:MAL
ML:ckc

Attachment

c: Public Social Services

Board Policy 9.120 – LMG Memo to BOS

To Enrich Lives Through Effective and Caring Service



Los Angeles County BOARD OF SUPERVISORS POLICY MANUAL

Policy #:	Title:	Effective Date:
9.120	Employment of Qualified GAIN/GROW Participants - County Departments (See also 5.050)	07/28/97

PURPOSE

Establishes procedures that all County departments should use eligible registers to identify Greater Avenues for Independence (GAIN) and General Relief Opportunities for Work (GROW) participants for Clerk, Typist Clerk, and Office Assistant entry-level clerical vacancies such as Intermediate Clerk, Intermediate Typist-Clerk, and Office Support Assistant. (Note: ~~GAIN is now known as CalWORKs~~)

GAIN/GROW programs provide employment-related services to CalWORKs participants.

REFERENCE

July 15, 1997 Board Order, [Synopsis 60](#).

July 28, 1997 Director of Personnel Memo "[Employment of Qualified GAIN Greater Avenues for Independence\) Program Participants by County departments and Contract Temporary Personnel Agencies](#)".

See also - [5.050 Contractor's Use of GAIN/GROW Participants](#)

February 5, 2002 Board Order, [Synopsis 11](#)

POLICY

County departments should notify the Department of Public Social Services (DPSS) whenever they intend to fill vacancies for entry-level permanent and temporary clerical positions. DPSS will provide departments with the names of GAIN/GROW participants who have successfully completed and who are eligible for appointment from examinations administered by DPSS. Examinations include, but are not limited to, Intermediate Clerk (GAIN/GROW), Intermediate Typist-Clerk (GAIN/GROW), and Office Support Assistant (GAIN/GROW). ~~administered by DPSS and who are eligible for appointment.~~

GAIN/GROW participants hired should be hired as permanent or as hourly "F" sub-item employees.

GAIN/GROW participants' status as a welfare recipient must be kept confidential.

RESPONSIBLE DEPARTMENT

Department of Public Social Services
Department of Human Resources

DATE ISSUED/SUNSET DATE

Issue Date: July 28, 1998

Reissue Date: January 29, 2002

Reissue Date: October 20, 2005

Reissue Date: March 19, 2009

Reissue Date: February 28, 2013

Reissue Date: February 19, 2016

Sunset Review Date: January 28, 2002

Sunset Review Date: September 24, 2005

Sunset Review Date: October 20, 2008

Sunset Review Date: March 31, 2013

Sunset Review Date: March 31, 2016

Sunset Review Date: March 31, 2019